

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100200001-1

DDA/IRS 37-75

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

DIRECTORATE OF ADMINISTRATION

INFORMATION REVIEW STAFF

(Established 13 January 1975)



Interim RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Congress the attached Records Control Schedule No. 37-75 for the Information Review Staff, DDA is approved and implementation of the disposition instructions contained therein is authorized. This schedule is developed partly from the transfer of records from the RC Schedule No. 30-73, Item 1a and 1b. The IRS was established effective 13 January 1975. It was formerly the Classification Programs Branch (CPB) of the Information Systems Analysis Staff (ISAS). CPB was developed as a new branch of ISAS effective 2 August 1973.

Prepared and Reviewed:

STATINTL

[REDACTED] *2 April 75*
Records Administration Branch/ISAS

Date

Concurrence:

[REDACTED]
DDA/Records Management Officer

9 Apr 75
Date

Subject to revision when GSA/NARS issues a new General Records Schedule for records created under FOIA program.

APPROVED:

[REDACTED]
CIA Records Management Officer

9 April 1975
Date

STATINTL

STATINTL		RECORDS CONTROL SCHEDULE Approved For Release 2001/07/12 : CIA-RDP78-0731	CLASSIFICATION Unclassified	OLD SCHEDULE NO(S) 30-73, Item 1a&b	REVISED SCHEDULE NO. 37-75
OFFICE, DIVISION, BRANCH DDA/Information Review Staff (*See footnote)		TYPE CONCURRENCE OFFICER'S NAME AND TITLE Chief, Information Review Staff		DATE(S) OF OLD SCHEDULE(S) 10 December 1973	DATE OF CONCURRENCE <i>1 April 75</i>
				CONCURRENCE	STATINTL
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS	
30-73, Item 1a	1	CLASSIFICATION/DECLASSIFICATION POLICY AND GUIDANCE FILES Contain information under the delegated authority of Executive Order 11652, Classification and Declassification of National Security Information and Material, and of the Freedom of Information Act, of internal decisions and actions taken in classifying, downgrading and declassifying Agency originated information. Filed by Subject.	.5	PERMANENT. DISPOSAL NOT AUTHORIZED Retain files in current file area indefinitely. Retire to the Agency Records Center when no longer needed.	
ILLEGIB	2	DECLASSIFICATION REQUESTS FROM STATE DEPARTMENT Contain information on Agency participation in the declassification, at the request of the Department of State, of information proposed for publication in their Foreign Relations series. Filed by case.	1.5	PERMANENT. Disposal not authorized Retain in current files area until publication action is finalized and retire to the Agency Records Center when no longer needed.	
*FOOTNOTE:	Items 1,2, and 3a and b, were transferred from Chief, Information Systems Analysis Staff (ISAS) on 2 August 1973 with the formation of the new Classifications Programs Branch (CPB). CPB remained a branch of ISAS until 13 January 1975. Through a reorganization, CPB was retitled Information Review Staff, DDA. The Chief, ISAS, [REDACTED] was reassigned as Chief, IRS. [REDACTED], former Chief, Regulations Control Staff (RCS) was reassigned as Chief, ISAS vice [REDACTED]. RCS was merged into ISAS and retitled Regulations Control Branch. The records control schedule for CPB was never approved in anticipation of this reorganization.				
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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILE'S IDENTIFICATION <i>Approved For Release 2001/07/12 : CIA-RDP78-07317A000100200001-1</i>	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
37-75 <i>new</i>	27	INFORMATION PRIVACY STAFF <i>(IPS)</i> Privacy Act Program Files			Permanent. Cut off at end of each year; hold for two years then transfer to the Agency Records Center. After five years transfer to the Agency Archives. (GRS 14-2)
	28	FREEDOM OF INFORMATION (FOIA) ADMINISTRATIVE FILE			Temporary. Destroy when two years old or no longer needed for administrative use. (GRS 14-13)
37-75	29	PROGRAMS/REPORTS FILES			Permanent. Transfer to the Agency Archives after 2 years. (GRS 14-12a and 16a)
		Record copies of recurring reports and onetime information requirements of the Freedom of Information Act and the Privacy Act, including but not limited to, the Annual Report to the Congress. (IPS is the Office of Record.)			Temporary. Destroy when 2 years old or sooner if no longer needed for administrative use. (GRS 14-12b and 16b)
		a. Annual report at the Directorate or Agency level.			
		b. Other reports..			

OLD SCHEDULE AND ITEM NO(S). new	NEW ITEM NO. 30	FILES IDENTIFICATION Approved For Release 2001/07/12 : CIA-RDP78-07317A000100200001-1	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
		<p>FOIA CASE FILES</p> <p>Record copies of FOI case files created in response to requests for information under FOIA and processing of requests. Contains original request, response and supporting papers.</p> <p>(a) Affirmative responses with full text disclosure. (IPS is the Office of Record.)</p> <p>(b) Negative search results, replies of no existing information and replies to those who fail to pay Agency reproduction fees.</p> <p>(c) Responses of denial of all or part of records requested. (IPS is the Office of Record.)</p> <p>(d) FOI Record Copies - Sanitized Version and Justification</p> <p>Record copies of final sanitized version and justifications for denying portions not released. These are created in reply to FOI requests for information. They are filed with the full text records to provide background for appeals, judicial action and future requests for same record. (Custodian is the Office of Record.)</p>			<p>Temporary. Destroy 2 years after date of reply. (GRS 14-9A)</p> <p>Temporary. Destroy 2 years after date of reply if not appealed. Transfer inactive files to the Agency Records Center at the end of each quarter. If request appealed, see item 3/. (GRS 14-9a)</p> <p>Temporary. Destroy 5 years after reply if denial is not appealed. If appealed, see item 3/.</p> <p>2</p> <p>Record copies assume the disposition authority for the related records. Destroy sanitized version and applicable justification if basic record is subsequently disclosed in its entirety or after superseded by new expanded version and justification. (GRS 14-9b)</p>

OLD SCHEDULE AND ITEM NO.(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
		Approved For Release 2001/07/12 : CIA-RDP78-07317A000100200001-1			
new	31	FOI APPEAL FILES			Temporary. Destroy 4 years after final denial by Agency, or 3 years after final adjudication by courts, whichever is later. (GRS 14-10a)
37-75(36)	32	FOIA AND PA CONTROL FILES			Temporary. Destroy registers 5 years after date of last entry and other controls 5 years after final action by courts, whichever is later. (GRS 14-11)
new	33	PRIVACY ACT CASE FILES			Temporary. Destroy in accordance with the approved disposition instructions for the related records, or 5 years after the disclosure for which accountability was made, whichever is later. (GRS 14-14)
		a. Record copies of PA case files created from the receipt, accounting and processing of requests for information. Files maintained for an accurate accounting of each disclosure of a record to any person or another agency. Included are requests, forms showing subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of individual's consent when applicable. Filed alphabetically.			
		b. Negative Search Replies			Temporary. Destroy 2 years after reply. Transfer inactive records to the Agency Records Center.
		Replies of no existing information. Request and form letter reply on negative search results have no retention value after reply. (IPS is the Office of Record.)			

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILE IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	34	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100200001-1 PRIVACY ACT AMENDMENT CASE FILES			
new		Individual requests to amend his record and/or requests for a review of the Agency's refusal to amend the record. Includes all actions from the initial request through final appeal. Filed alphabetically.			a. Temporary. Destroy 4 years after final determination by the Agency; or 3 years after final adjudication by the courts; or in accordance with approved disposition instructions for the related individual's records. (GRS 14-15a)
		a. Statement of disagreement and Agency justification for refusal to amend a record.			b. Temporary. Destroy 4 years after final determination by the Agency or 3 years after final adjudication by the courts, whichever is later. (GRS 14-15b)
37-75(7)	35	FOI AND PA DUPLICATE WORKING CASE FILES			Temporary. Destroy when no longer needed.
37-75(3a)	36	Duplicate working case files created by custodians of basic records which duplicate the case files of the FOI and PA programs in the IPS. They are created for convenience of reference during the search and reply processing of requests. (Non-Record.)			Temporary. Destroy two years after date of reply.
		DECLASSIFICATION FILES (E.O. 11652)			
		Record copies of requests for declassification under Executive Order 11652 created in response to external requests. Files contain the original request, response and supporting papers. Filed alphabetically.			

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100200001-1	CLASSIFICATION Unclassified	DISPOSITION
30-73, Item 1a	3.	DECLASSIFICATION REQUEST CASE FILES		[REDACTED] ILLEG B
	a.	Contain requests from members of the public and Federal Agencies for declassification, replies, appeals, and appeal actions.	.5	PERMANENT. Disposal not authorized. Retire to Records Center when no longer needed.
	b.	Control log of case numbers assigned to individual declassification requests. Serves as an index to specific numbered requests within alphabetical requester case files. Maintained in notebooks.	.5	PERMANENT. Disposal not authorized. Retain in current files area indefinitely. Retire to Records Center when no longer needed for request reference.
Item 4	4.	CHRONO CONVENIENCE FILES Extra copies of letters and memoranda originated by IPS (and predecessors IRS and CPB) maintained for ready reference and convenience. Record Copies are filed in Declassification Request Case Files.		TEMPORARY. Cut off at end of each quarter, hold in current file area for one quarter, then retire to Records Center. Records Center destroy after one year.
	5.	BACKGROUND AND REFERENCE FILES Pending or proposed legislation concerning classification and public access to records and related correspondence which will directly affect the working functions of IPS. Final documents are filed in Classification/Declassification Policy and Guidance files.	.5	TEMPORARY. Review for disposition one year after final legislation has been passed.
STATINTL		APPROVED: <i>Par 4</i>	[REDACTED]	<i>30 Sept 75</i> Date
		Chief Records Administration Branch		

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	Approved FILES CONTINUATION SHEET Approved For Release 2001/07/12 : CIA-RDP78-07317A000100200001-1	CLASSIFICATION URGENT FILE	DISPOSITION INSTRUCTIONS
ILLEGIB	6.	<p>REPORTS</p> <p>a. Quarterly Reports to Interagency Classification Review Committee (ICRC)</p> <p>(1) Mandatory Declassification Review Requests Report. <input checked="" type="checkbox"/> (2) Classification Abuse Report. <input checked="" type="checkbox"/> (3) Unauthorized Disclosures Report. <input checked="" type="checkbox"/> (4) National Security Classification Authority Statistics Report. <input checked="" type="checkbox"/> (5) Quarterly Summary of ICRC of Declassification Actions. (6) Annual FOIA Report to Congress.</p> <p>b. Convenience reference file of combined reports listed in 6a above.</p>		<p>PERMANENT. Disposal not authorized. Cut off file at end of calendar year, retain one year in current files area, then retire to the Agency Records Center.</p> <p>TEMPORARY. Destroy when no longer needed. Review biennially.</p>
ILLEGIB	7.	<p>WORKING FILES</p> <p>General collections of reference materials and duplicates of documents retained for working reference.</p>	4.0	TEMPORARY. Screen periodically for papers that belong in files with retention value and destroy papers no longer needed for working reference.

8 SEP 1975

MEMORANDUM FOR: Chief, Records Administration Branch
THROUGH : Chief, Information Systems Analysis Staff
SUBJECT : Change in Disposition Instructions of Records Control Schedule

1. You are requested to approve the change described below in the Disposition Instructions of the Records Control Schedule for IRS/DDA (DDA -IRS 37 -75).
2. Since this Staff is required to make quarterly reports to the ICRC under Executive Order 11652 and to make annual reports to Congress under the amended Freedom of Information Act, the Chrono Convenience Files are among the most readily available and accurate source of data for these reports. Therefore, they must be retained for at least one year in order to prepare the annual report.
3. When the chrono system was initiated in January 1975, it was possible to retain the entire month's chronos in a single folder. Because of the increase in volume due to the implementation of the FOIA, we are currently accumulating two folders a week, totaling approximately four inches. Our current holdings total 23 inches. It is our intent to retain our chrono holdings for one quarter and then retire them to the Records Center for one year, after which they may be destroyed. Our initial retirement will be for the first six months of 1975 and will total just under 14 inches.
4. Accordingly, you are requested to approve the change in the Disposition Instructions of Item 4 "Chrono Convenience Files" to read:

TEMPORARY. Cut off at end of each quarter, retire to Records Center in quarterly increments. Records Center hold for one year and destroy.



STATINTL

Chief, Information Review Staff

STATINTL CONCUR:

~~DDA/RMO~~

DATE: 9 Sep 75

~~APPROVED:~~

~~Chief, ISAS/RAB~~

DATE:

~~X~~

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
30-73, Item 1a	3	DECLASSIFICATION REQUEST CASE FILES	Unclassified		
	a	Contain requests from members of the public and Federal Agencies for declassification, replies, appeals, and appeal actions.		4.5	PERMANENT. Disposal not authorized. Retire to Records Center when no longer needed.
	b.	Control log of case numbers assigned to individual declassification requests. Serves as an index to specific numbered requests within alphabetical requester case files. Maintained in notebooks.		.5	PERMANENT. Disposal not authorized. Retain in current files area indefinitely. Retire to Records Center when no longer needed for request reference.
	4.	CHRONO CONVENIENCE FILES			TEMPORARY. Cut off at end of calendar year, hold in current file area 1 year and destroy.
	5.	BACKGROUND AND REFERENCE FILES			
		Pending or proposed legislation concerning classification and public access to records and related correspondence which will directly affect the working functions of IRS. Final documents are filed in Classification/Declassification Policy and Guidance files.		.5	TEMPORARY. Review for disposition 1 year after final legislation has been passed.
	6.	REPORTS			
	a.	Quarterly Reports to Interagency Classification Review Committee (ICRC)			PERMANENT. Disposal not authorized. Cut off file at end of calendar year retain one year in current files area, then retire to the Agency Records Center.
		(1) Mandatory Declassification Review Requests Report.			
		(2) Classification Abuse Report.			
		(3) Unauthorized Disclosures Report.			
		(4) National Security Classification Authority Statistics Report.			

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	6a.	(continued) (5) Quarterly Summary of ICRC of Declassification Actions. (6) Annual FOIA Report to Congress. Convenience reference file of combined reports listed in 6a above.	Unclassified		TEMPORARY. Destroy when no longer needed. Review biennially.
	b.				
	7.	WORKING FILES General collections of reference mater- ials and duplicates of documents retained for working reference.		4.0	TEMPORARY. Screen periodically for papers that belong in files with retention value and destroy papers no longer needed for work- ing reference.

Hold until
PCS is renewed.
Delete all old
pages to Archives.
